

Online Faculty System

A Chancellor's User Manual

Julie Patenaude

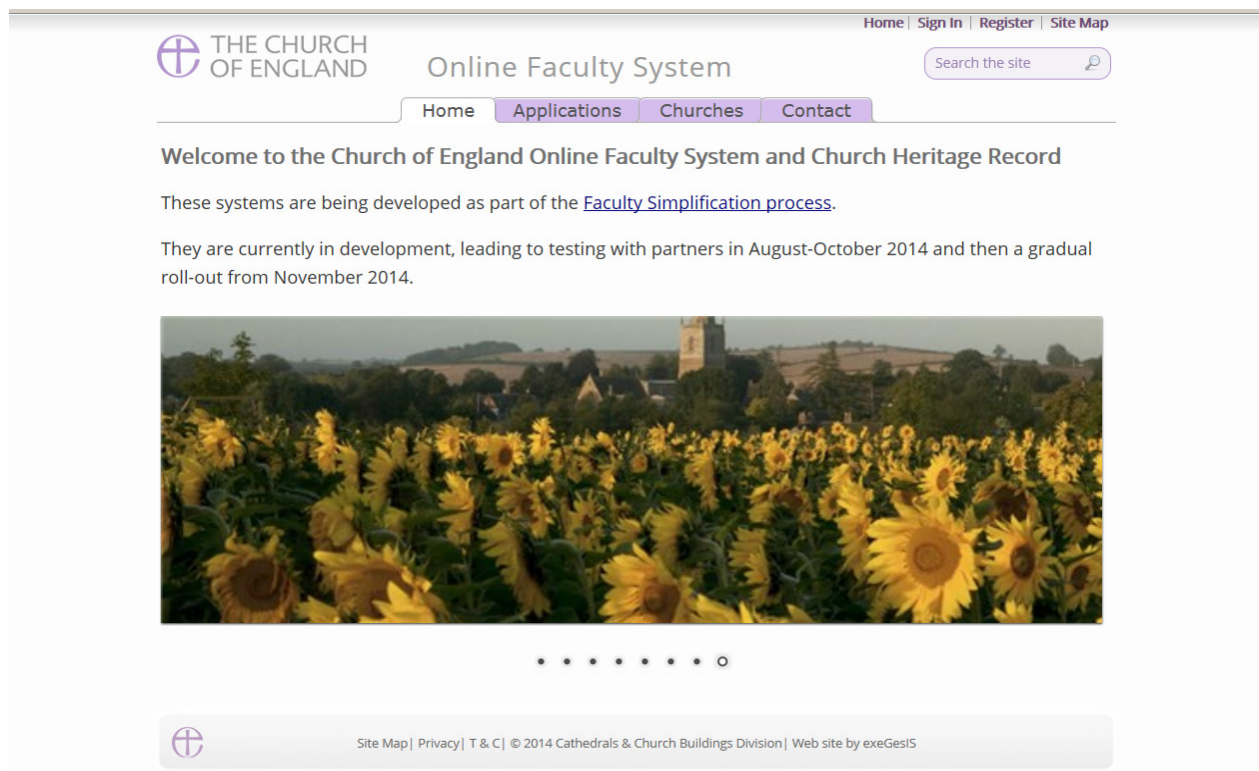
1/11/2014

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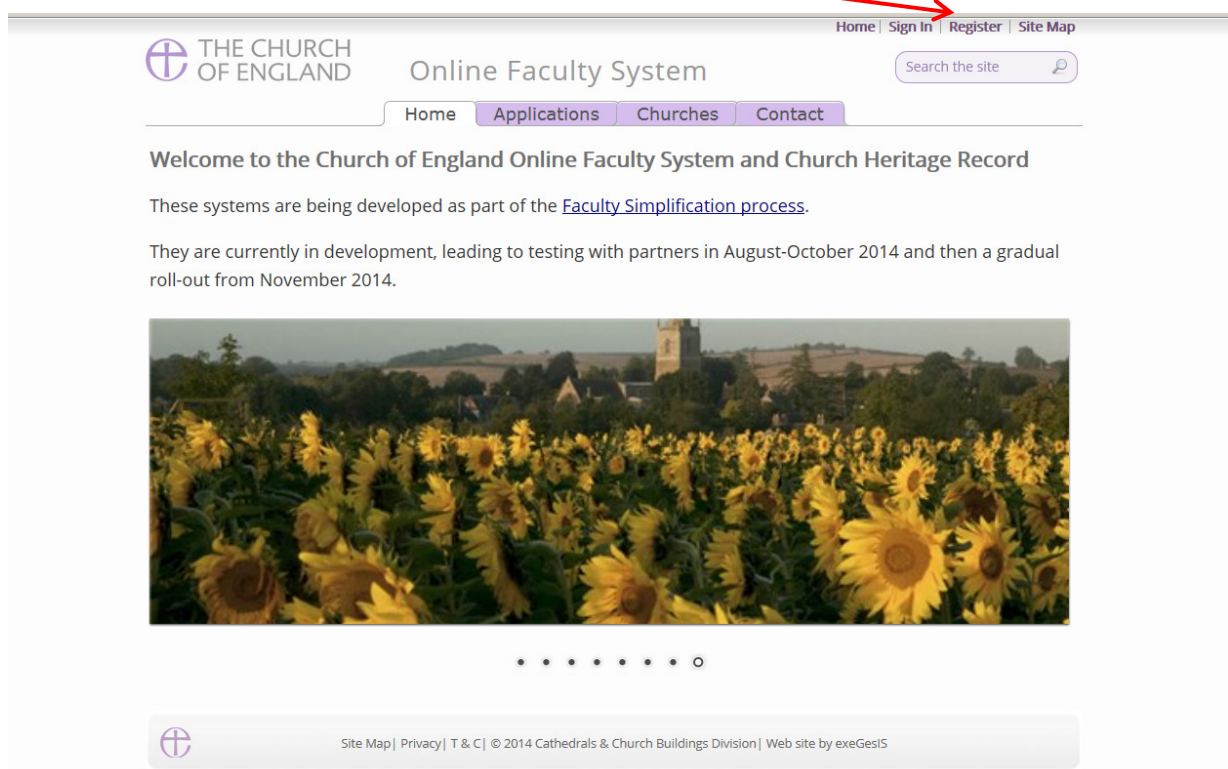
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How to Register as a Chancellor

1. Go to the front page of the website (<https://facultyonline.churchofengland.org>). **N.B.** The picture scrolls and so may be different when you open the web page.



2. Click on **Register**



3. This will take you to the **Create a New Account** page.

The screenshot shows the 'Create a New Account' page for the 'Online Faculty System' of 'THE CHURCH OF ENGLAND'. The page has a header with navigation links: Home, Sign In, Register, and Site Map. The main heading is 'Create a New Account', followed by the instruction: 'Please complete the form below to register for the Online Faculty System.' The form contains the following fields and options:

- Email: Text input field
- Password: Text input field
- Confirm Password: Text input field
- Title: Text input field
- First Name: Text input field
- Last Name: Text input field
- Daytime telephone: Text input field
- Alternative telephone: Text input field
- Address: Large text area
- Postcode: Text input field
- Email preference: Radio button options
 - ☒ Daily summary
 - ☐ Everytime something happens
- Role applied for: Radio button options
 - ☒ Applicant (to submit petitions)
 - ☐ DAC Secretary
 - ☐ Archdeacon

4. Choose the most suitable email address. This is likely to be your work email.

5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications in your diocese either as:

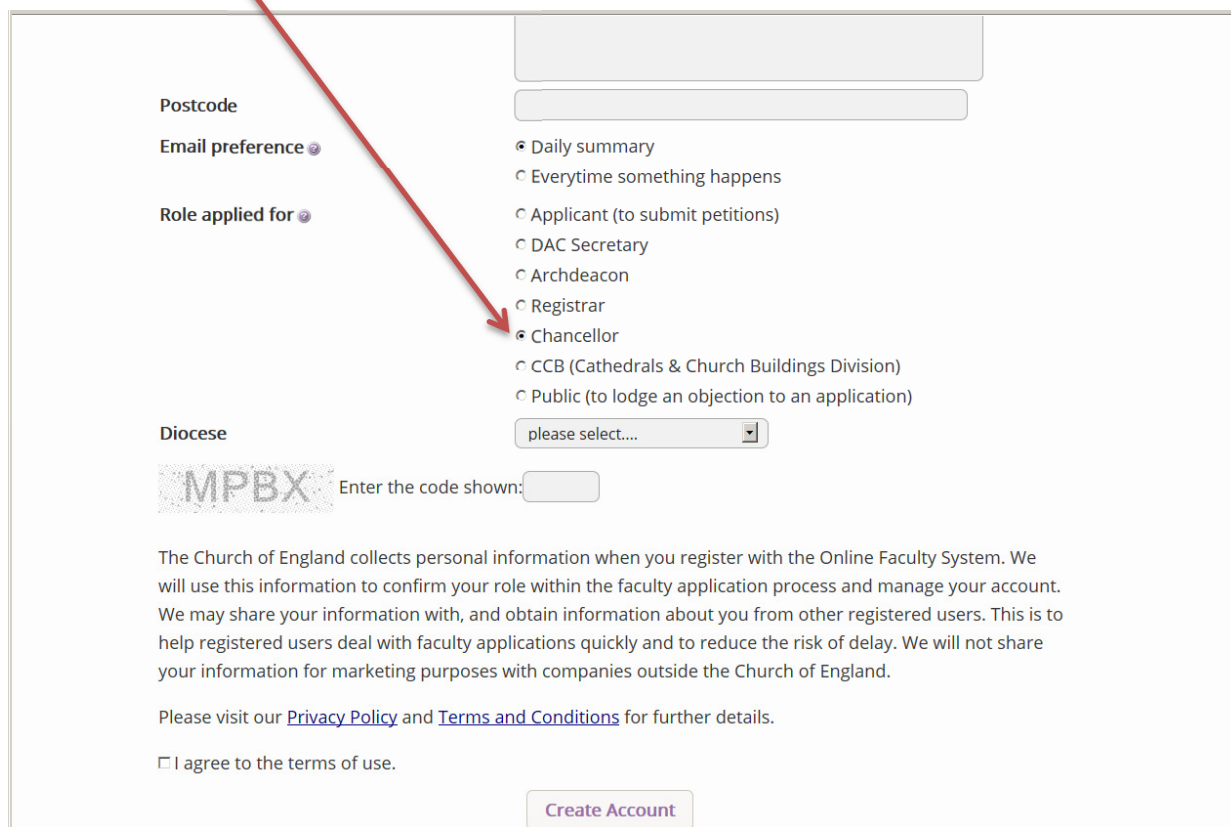
a. **Daily summary** (received at the end of each day – but only if you need to perform a specific task)

Or

b. **Every time** something changes


7. Select the **role** for which you wish to register (in this case Chancellor).


8. When you select **Chancellor** and scroll down, you'll get a drop down menu from the Diocese field:



The screenshot shows a registration form for the Online Faculty System. A red arrow points from the instruction text to the 'Chancellor' option in the 'Role applied for' dropdown menu. The form includes fields for Postcode, Email preference, Role applied for, Diocese, and a CAPTCHA code (MPBX). Below the form is a paragraph of text about data collection and a 'Create Account' button.

Postcode

Email preference 

Role applied for 

- ☐ Daily summary
- ☐ Everytime something happens
- ☐ Applicant (to submit petitions)
- ☐ DAC Secretary
- ☐ Archdeacon
- ☐ Registrar
- ☒ Chancellor
- ☐ CCB (Cathedrals & Church Buildings Division)
- ☐ Public (to lodge an objection to an application)

Diocese

please select...

MPBX Enter the code shown:

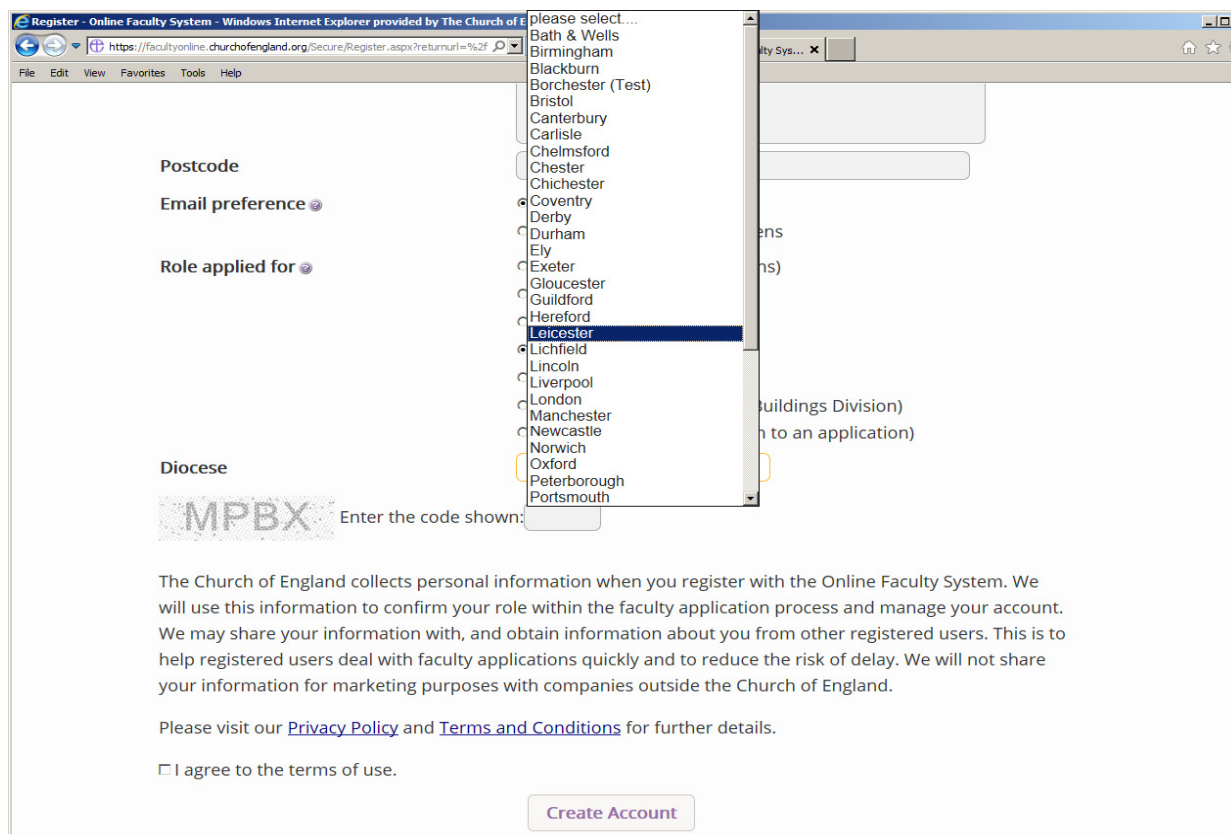
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

☐ I agree to the terms of use.


Create Account


9. Select **your diocese**:



The screenshot shows the same registration form as before, but with the 'Diocese' dropdown menu open. The menu lists various dioceses, with 'Leicester' highlighted. The form includes fields for Postcode, Email preference, Role applied for, Diocese, and a CAPTCHA code (MPBX). Below the form is a paragraph of text about data collection and a 'Create Account' button.

Postcode

Email preference 

Role applied for 

Diocese

please select ...

- Bath & Wells
- Birmingham
- Blackburn
- Borchester (Test)
- Bristol
- Canterbury
- Carlisle
- Chelmsford
- Chester
- Chichester
- Coventry
- Derby
- Durham
- Ely
- Exeter
- Gloucester
- Guildford
- Hereford
- Leicester
- Lichfield
- Lincoln
- Liverpool
- London
- Manchester
- Newcastle
- Norwich
- Oxford
- Peterborough
- Portsmouth

MPBX Enter the code shown:

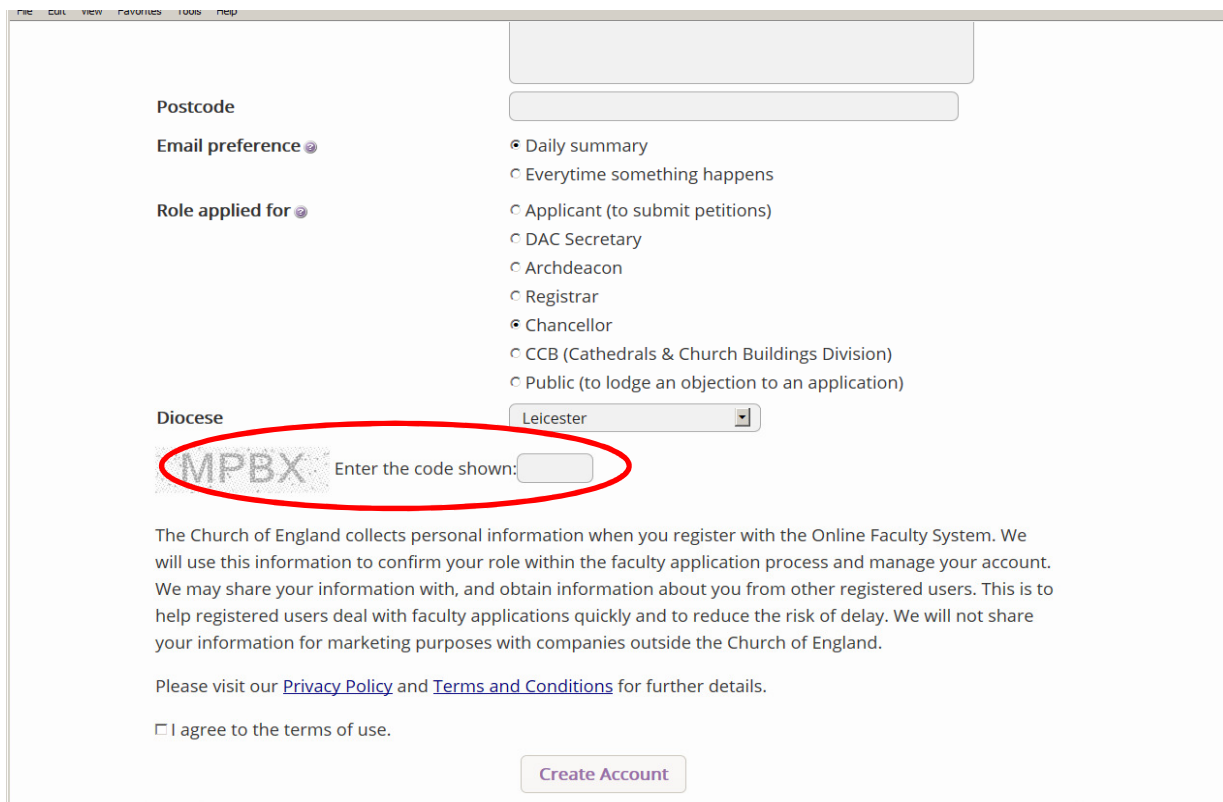
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.


☐ I agree to the terms of use.


Create Account

10. Enter the **security code** as it is shown:



Postcode

Email preference 

Role applied for 

Diocese

MPBX Enter the code shown:

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

☐ I agree to the terms of use.

Create Account

11. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.

12. Click on **Create Account**

13. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

14. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be registered user of the database.

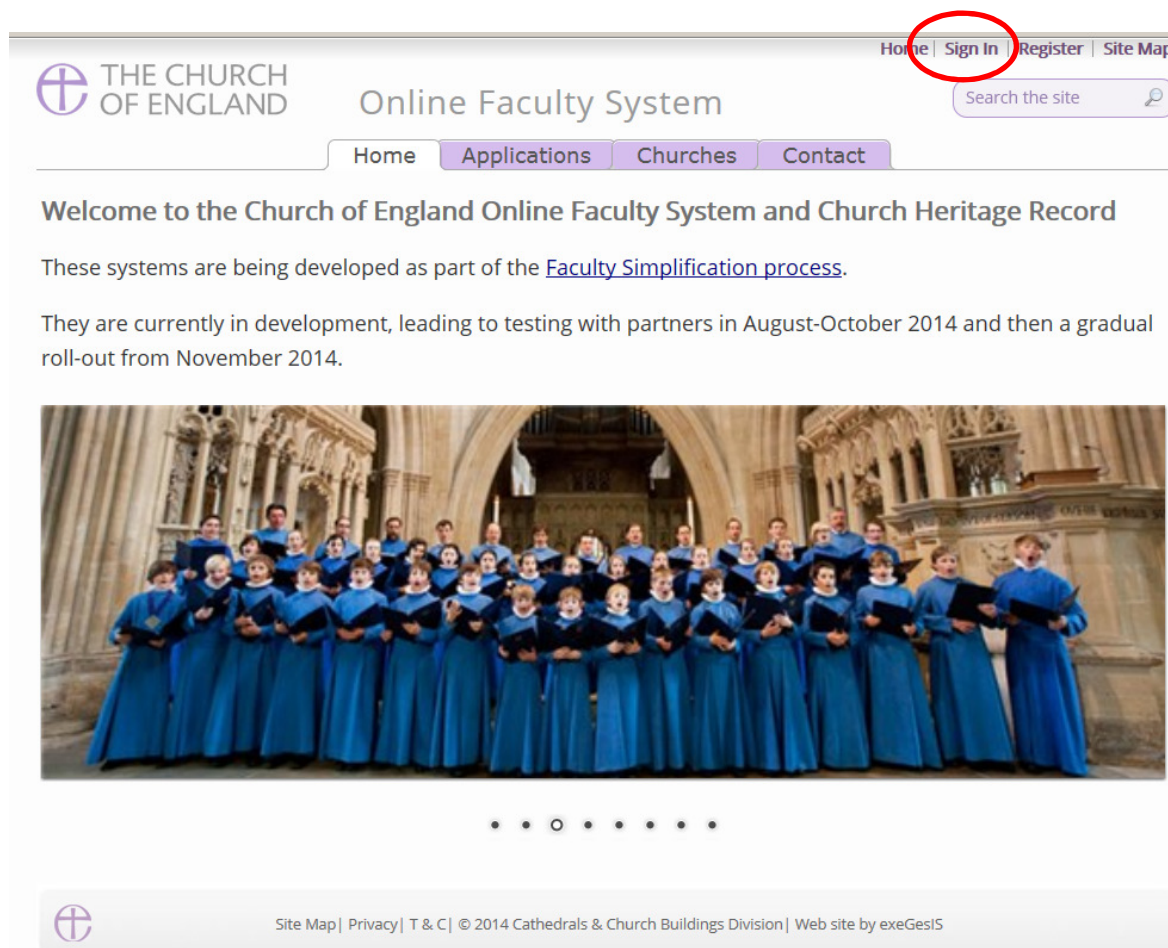
15. The DAC Secretary will then be asked to approve your registration.

N.B. The DAC Secretary will need to check against the Diocesan Database and other records to verify that you are the Chancellor. If not, you will be contacted to check the details of your registration.

16. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at <https://facultyonline.churchofengland.org/Secure/Login.aspx>

Signing In and Out of the Online System

1. Go to the main website <https://facultyonline.churchofengland.org> and click on **Sign In**

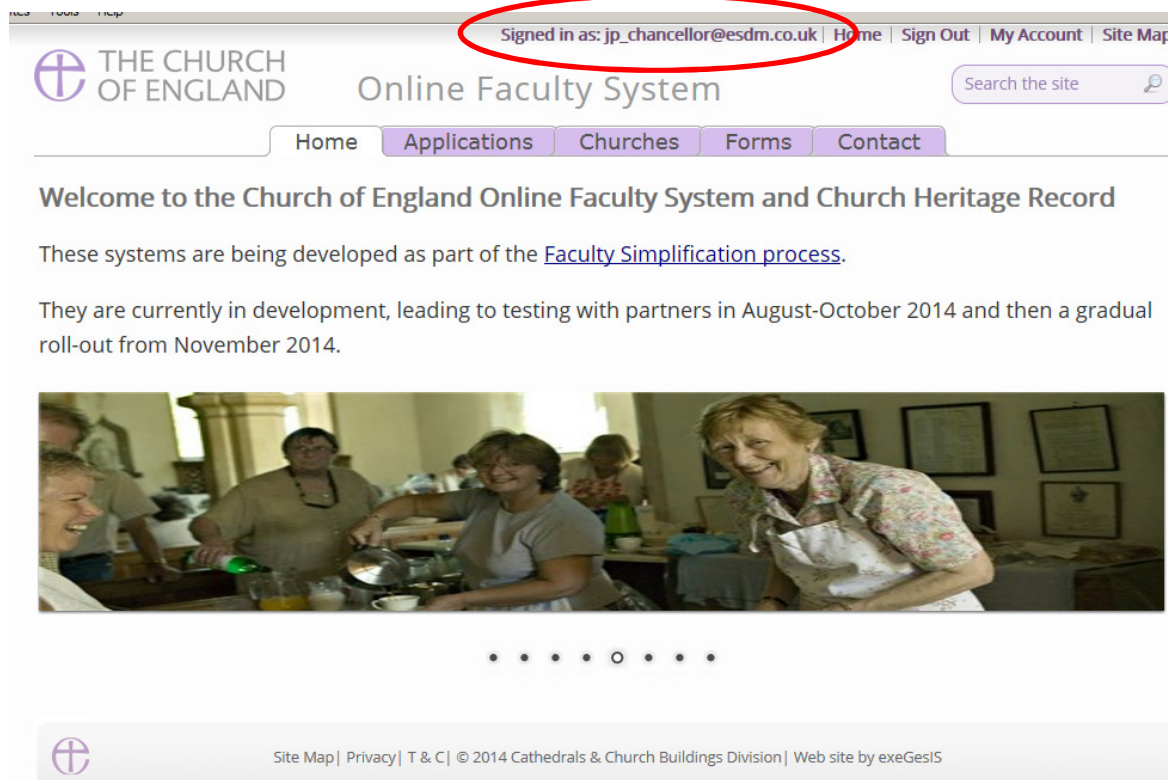


2. Enter your **email** address and **password**, and click **Sign In**

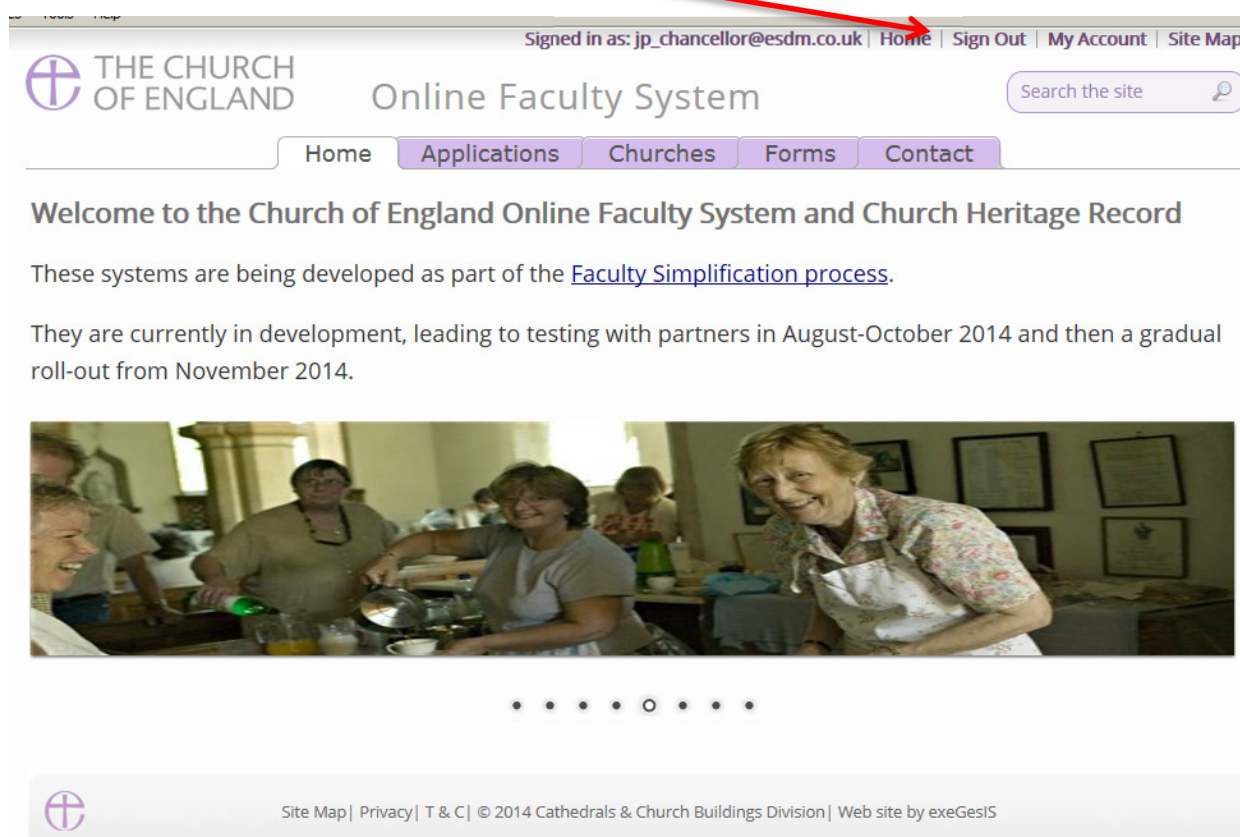
The screenshot shows the Sign In page of the Church of England Online Faculty System. The page has a header with the Church of England logo and the title 'Online Faculty System'. The navigation bar includes links for Home, Sign In, Register, and Site Map. The main content area is titled 'Sign In' and contains a message asking users to fill in their email and password or click 'Register' if they are a first-time user. There are input fields for 'Email' (containing 'jp_chancellor@esdm.co.uk') and 'Password' (masked with dots). A 'Remember Me' checkbox is present. A red arrow points to the 'Sign In' button. Below the button are links for 'Recover Password' and 'Register'. The footer contains a site map, privacy policy, and copyright information.

- 2.1 If you tick the box “Remember Me on This Computer” you will remain signed into the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!

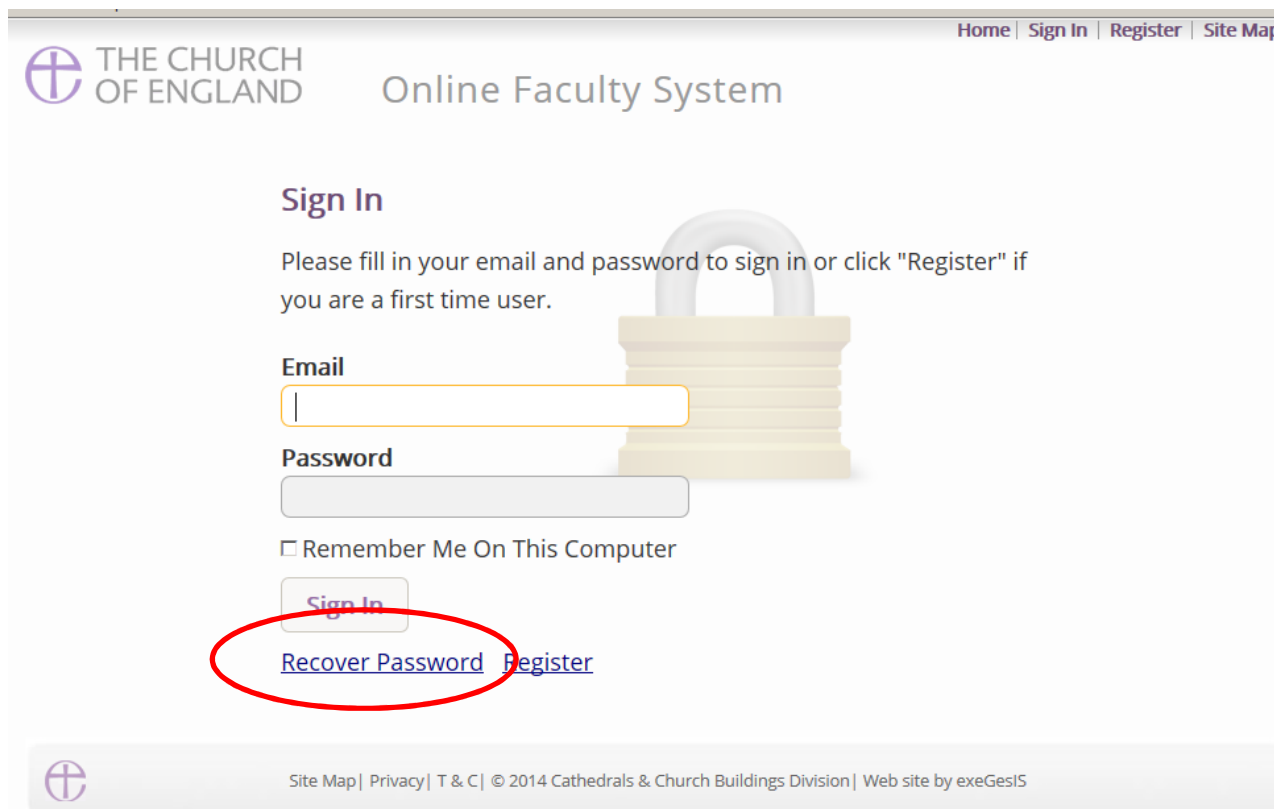


4. To exit the system, click **Sign Out**.



Recovering your Password

1. Go to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and click **Recover Password**



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

☐ Remember Me On This Computer

[Sign In](#)

[Recover Password](#) [Register](#)

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2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Site Map

Recover Password

Forgotten Your Password?

Please enter your email address

[Next](#)

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3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC.
4. Go back to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and enter your new password.

5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.

Signed in as: Julie Patenaude | Home | Sign Out | My Account | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System

You are required to change your password either by the administrator or because of a security update.

New Password
••••••

Confirm New Password
••••••

[Change Password](#)

Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

6. You will automatically return to the main page and will be signed in.

tes | Tools | Help

Signed in as: Julie Patenaude | Home | Sign Out | My Account | Member list | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home | Applications | Churches | Forms | Contact | Project


Settings Edit

Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.

Settings Edit



• • • • •

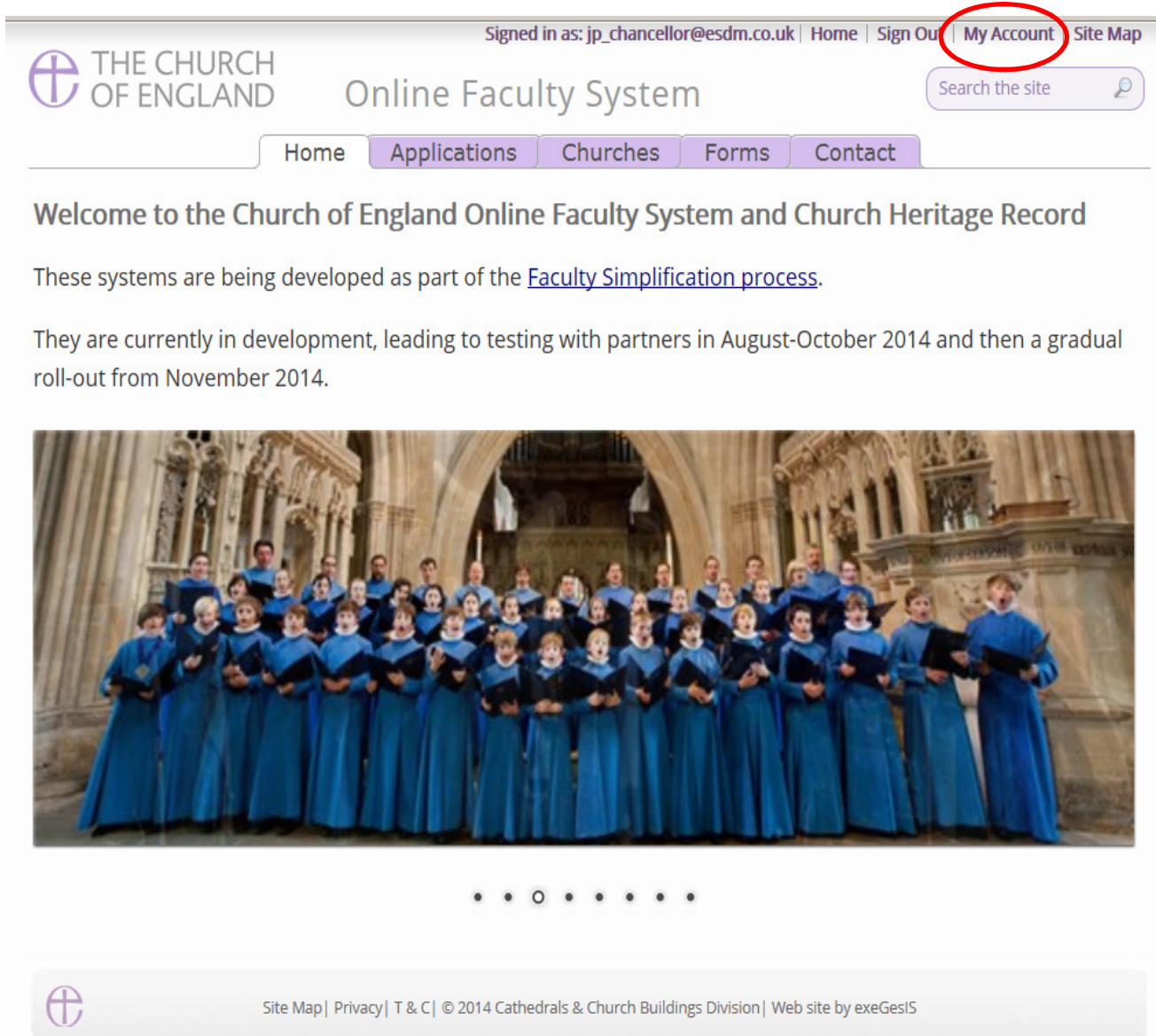
Settings

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Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website <https://facultyonline.churchofengland.org>, sign in and click on **My Account**



Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | **[My Account](#)** | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


[Home](#) | [Applications](#) | [Churches](#) | [Forms](#) | [Contact](#)

[Search the site](#)


Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

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 [Site Map](#) | [Privacy](#) | [T & C](#) | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

2. This is the **Security and Identity** tab of your account.

The screenshot shows the 'My Account' page with the 'Security/Identity' tab selected and circled in red. The page header includes 'THE CHURCH OF ENGLAND Online Faculty System' and a navigation bar with 'Home', 'Applications', 'Churches', 'Forms', and 'Contact'. The 'Security/Identity' section contains fields for 'Display Name' (jp_chancellor@esdm.co.uk), 'User ID' (JP Chancellor), and 'Email Address' (jp_chancellor@esdm.co.uk). Below these fields are 'Update' and 'Change Password' buttons. Red arrows point from callout boxes to these elements: one to the 'Email Address' field with the text 'Update your email address here', one to the 'Update' button with the text 'Do not forget to press update every time you make changes to your account.', and one to the 'Change Password' button with the text 'Click here to change your password.'

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

My Account

Security/Identity Profile

Display Name jp_chancellor@esdm.co.uk

User ID JP Chancellor

Email Address jp_chancellor@esdm.co.uk

Update Change Password

Update your email address here

Do not forget to press update every time you make changes to your account.

Click here to change your password.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

The screenshot shows the 'My Account' page with the 'Profile' tab selected and circled in red. The page header is the same as the previous screenshot. The 'Profile' section contains fields for 'Created' (22/07/2014 13:01:36), 'Time Zone' ((GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London), 'Title' (Mrs), 'First Name' (Julie), 'Last Name' (Patenaude), 'Daytime telephone' (020 7898 1860), 'Alternative telephone' (empty), 'Address' (Church House, Great Smith Street, London), 'Postcode' (SW1P 3AZ), 'Email preference' (radio buttons for 'Daily summary' and 'Everytime something happens', with 'Everytime something happens' selected), and 'Total Posts' (0). Below these fields are 'Update' and 'Change Password' buttons. Red arrows point from callout boxes to these elements: one to the 'Address' field with the text 'Keep your contact information up-to-date here. Type in your new telephone number or address every time it changes.', one to the 'Email preference' section with the text 'Change the way you receive emails from the system. Click Daily Summary or Every time something happens.', and one to the 'Update' button with the text 'Do not forget to update your changes.'

My Account

Security/Identity **Profile**

Created 22/07/2014 13:01:36

Time Zone (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

Title Mrs

First Name Julie

Last Name Patenaude

Daytime telephone 020 7898 1860

Alternative telephone

Address Church House
Great Smith Street
London

Postcode SW1P 3AZ

Email preference Edit
☐ Daily summary
☒ Everytime something happens

Total Posts 0

View my profile as others see it.

Update Change Password

Keep your contact information up-to-date here. Type in your new telephone number or address every time it changes.

Change the way you receive emails from the system. Click Daily Summary or Every time something happens.

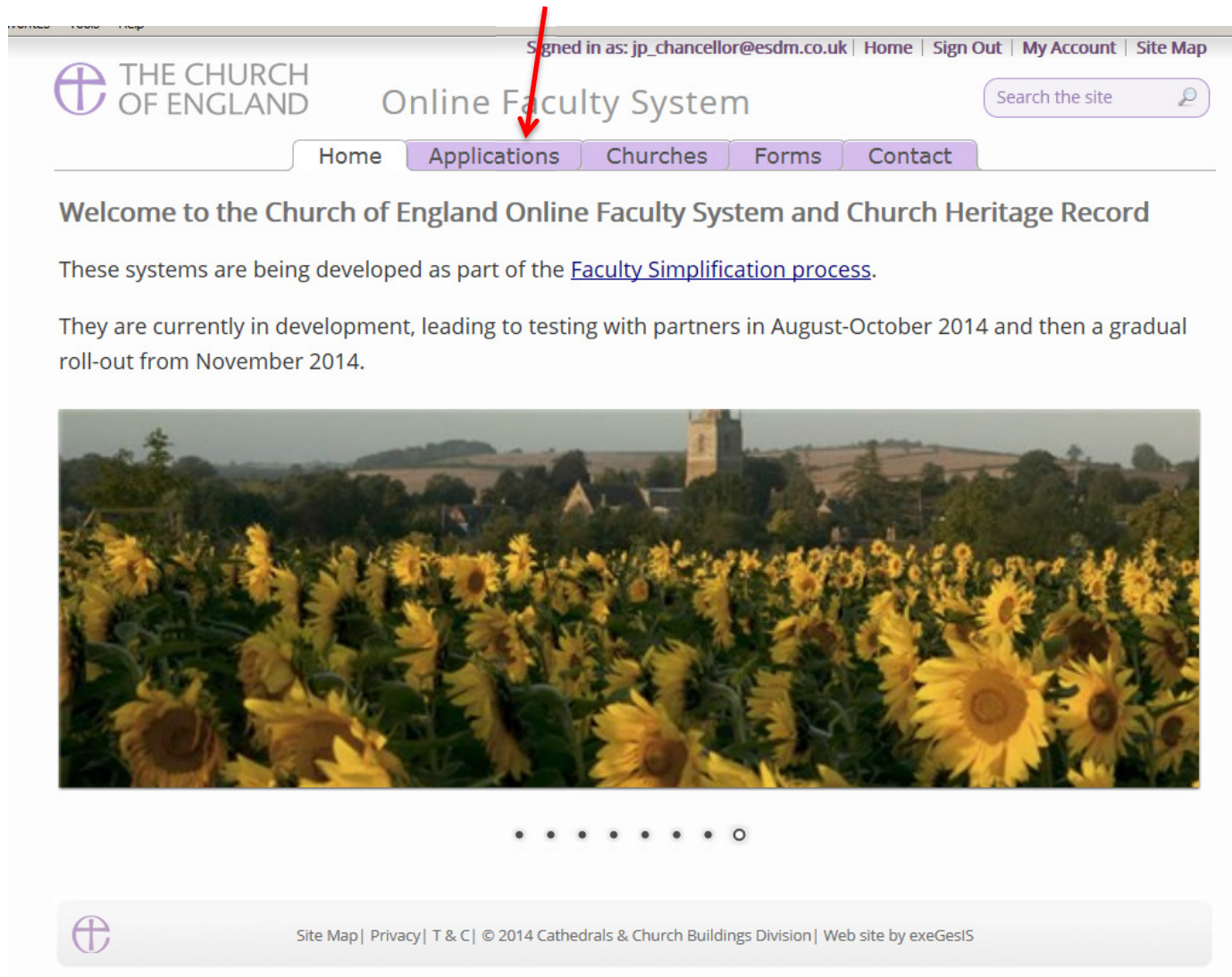
Do not forget to update your changes

Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty applications in your diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your in own email account).

Remember to **sign in!**

1. From the main page click on the **Applications** tab.



2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

THE CHURCH OF ENGLAND Online Faculty System

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

Home Applications Churches Forms Contact









Search the site

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

Subject	Date received	Date read	
Faculty System: petition ref 2014-000005 awaiting determination	Thu 16 Oct 2014	Thu 16 Oct 2014	
Faculty System: petition ref {0} awaiting determination	Mon 22 Sep 2014	Thu 16 Oct 2014	
Faculty System: petition ref {0} awaiting determination	Mon 22 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Tue 16 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Wed 03 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Mon 18 Aug 2014		
Faculty System: petition ref {0} awaiting determination	Fri 15 Aug 2014		
Faculty System: petition ref {0} awaiting determination	Fri 15 Aug 2014		

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You can arrange your messages by:

- Subject
- or
- Date Received
- or
- Date Read

Click on each title to sort your messages.

Click on the **View** icon to look at a message

3. To access any Faculty application which requires your attention, go to Applications Requiring Your Action.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

App Ref	Summary	Church	Created	Status	View
2014-000020	Help Text Form B	Penny Hasset: St David (Test)	Mon 18 Aug 2014	Awaiting Chancellor's determination	
2014-000018	A new test (SE)	Ambridge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

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Click the **View** icon to open a Faculty application.

4. To access any application where a determination has not yet been made, go to Active Cases

The functions here are the same as the previous tab.

Click the **View** icon to open an application.











Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
- or
- Status

Scroll through the pages to find a specific application

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action **Active Cases** Archived Cases Tools

App Ref	Summary	Church	Created	Status	View
2014-000051	JP-prep Forms A	Ambridge: St Stephen's (Test)	Wed 29 Oct 2014	Proposal Application in Preparation	
2014-000050	JP-prep	Penny Hasset: St David (Test)	Wed 29 Oct 2014	Proposal Application in Preparation	
2014-000046	One storey extension for a new toilet	Ambridge: St Stephen's (Test)	Mon 20 Oct 2014	Pending submission to Chancellor	
2014-000044	JP - Modification of help-text	Penny Hasset: St David (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000043	*** SE Test - Please do not modify this application or update any of the forms ***	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Awaiting DAC recommendation	
2014-000042	SE testing issue with applications 'not recommended' by DAC and then revised.	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000041	complete demolition	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000039	List-C changes	Ambridge: St Stephen's (Test)	Tue 07 Oct 2014	Pending submission to Chancellor	
2014-000038	Toilets - obviously	Penny Hasset: St David (Test)	Mon 06 Oct 2014	Pending submission to Chancellor	
2014-000037	new toilet facilities	Ambridge: St Stephen's (Test)	Wed 01 Oct 2014	Pending submission to Chancellor	

First Previous **Next** Last

Page size: 10 Page 1 of 3 (29 items)

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Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
- or
- 100

5. To access old applications which were abandoned or where a determination has been made, go to Archived Cases.

Use the same functions as before to organise and open the applications.

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases **Archived Cases** Tools

App Ref	Summary	Church	Created	Status	View
2014-000049	Anything	Ambridge: St Stephen's (Test)	Thu 23 Oct 2014	Abandoned	
2014-000045	put on a new roof	Ambridge: St Stephen's (Test)	Wed 15 Oct 2014	Post determination List A	
2014-000033	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Faculty Post-Determination	
2014-000032	sg	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Abandoned	
2014-000030	New toilet	Penny Hassett: St David (Test)	Tue 16 Sep 2014	Post determination List A	
2014-000029	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Post determination List A	
2014-000028	Testing whether going straight to List C is working (SE)	Penny Hassett: St David (Test)	Fri 12 Sep 2014	Post determination List A	
2014-000019	UAT Scripts - Form 1A & 3A	Ambridge: St Stephen's (Test)	Wed 13 Aug 2014	Abandoned	
2014-000015	JP - Form 1B & 3B - Help Text	Penny Hassett: St David (Test)	Thu 07 Aug 2014	Faculty Post-Determination	
2014-000012	Help Text Writing (JP)	Penny Hassett: St David (Test)	Tue 29 Jul 2014	Abandoned	

First Previous Next Last

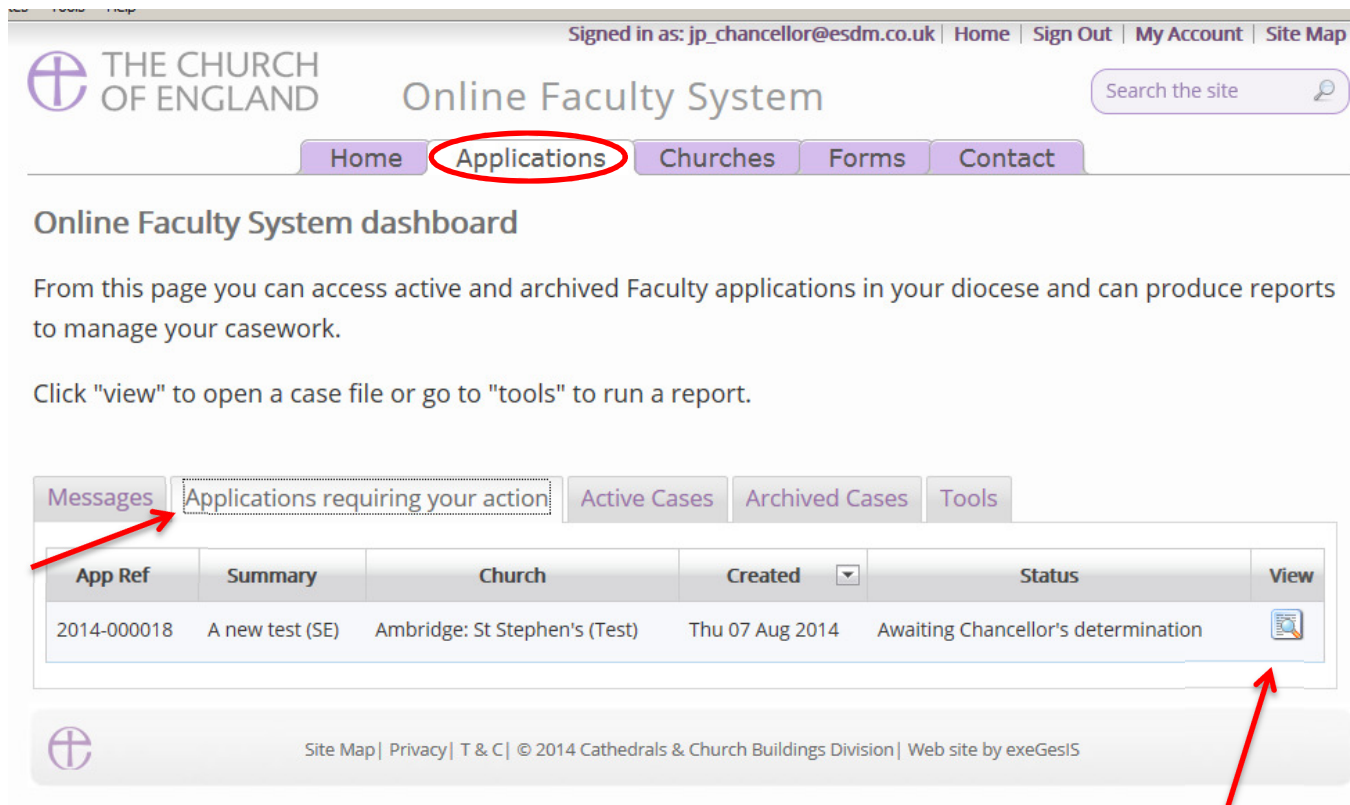
Page size: 10 Page 1 of 2 (14 items)

Navigating a Case File


A case file is where you will find all the necessary forms and documents to help you make your determination. It is also where you can fill out any forms or send any comments of your own to the Registrar. Each Faculty application has its own case file.

You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (See page 13).



The screenshot shows the 'Online Faculty System' dashboard for 'THE CHURCH OF ENGLAND'. The user is signed in as 'jp_chancellor@esdm.co.uk'. The 'Applications' tab is highlighted in the top navigation bar. Below the navigation bar, the dashboard title is 'Online Faculty System dashboard'. A message states: 'From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework. Click "view" to open a case file or go to "tools" to run a report.' Below this, there are tabs for 'Messages', 'Applications requiring your action', 'Active Cases', 'Archived Cases', and 'Tools'. The 'Applications requiring your action' tab is selected, showing a table of cases. The table has columns: 'App Ref', 'Summary', 'Church', 'Created', 'Status', and 'View'. A red arrow points to the 'View' icon in the first row of the table. Another red arrow points to the 'View' icon in the first row of the table.

App Ref	Summary	Church	Created	Status	View
2014-000018	A new test (SE)	Ambridge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file awaiting your determination. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

Basic summary of an application

Application Ref: 2014-000018
Diocese: Barchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)

Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Form	Status
Summary description of proposed works	Complete
Church information (Form 1)	Complete
Petition (Form 3)	Complete
Statement of Significance	Complete
Statement of Needs	Complete
Notification of Advice (Form 2)	Complete
Public Notice (Form 4)	Complete
Registrar's remarks to Chancellor	Complete
Chancellor's determination and judgement	In Progress

Submit Return to Applications dashboard Invite Consultees

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Click the **View** icon to look at a form.

Click the **Edit** icon to make changes to a form.

The status icon tells you if a form is complete or in progress.


The forms appear as required.

This is the Chancellor's Determination and judgement form

Click here to **exit** the case file

3. Under the **Supporting Documents and Images** tab, you will find all the information that the parish, DAC, and registrar have attached to help you make your determination. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.


Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000052** Church: **[Ambridge: St Stephen's \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Pending submission to Chancellor** Logged By: **[Mrs Julie Patenaude \(Thu 30 Oct 2014\)](#)**
Summary: **JP - New Extension - ***Please do not push through**

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) | **[Supporting documents and images](#)** | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

File Name	Description	Size	Modified	Uploaded By
 Image of Extension Proposed.JPG	New Extension - Example Image	1005480	30/10/2014 11:36:46	Julie Patenaude

Add a file

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Click on a file to open it.

Add a new file

You can choose to see only the details of completed tasks (status changes).

Or

You can choose to see all the details every time some worked on this case file.

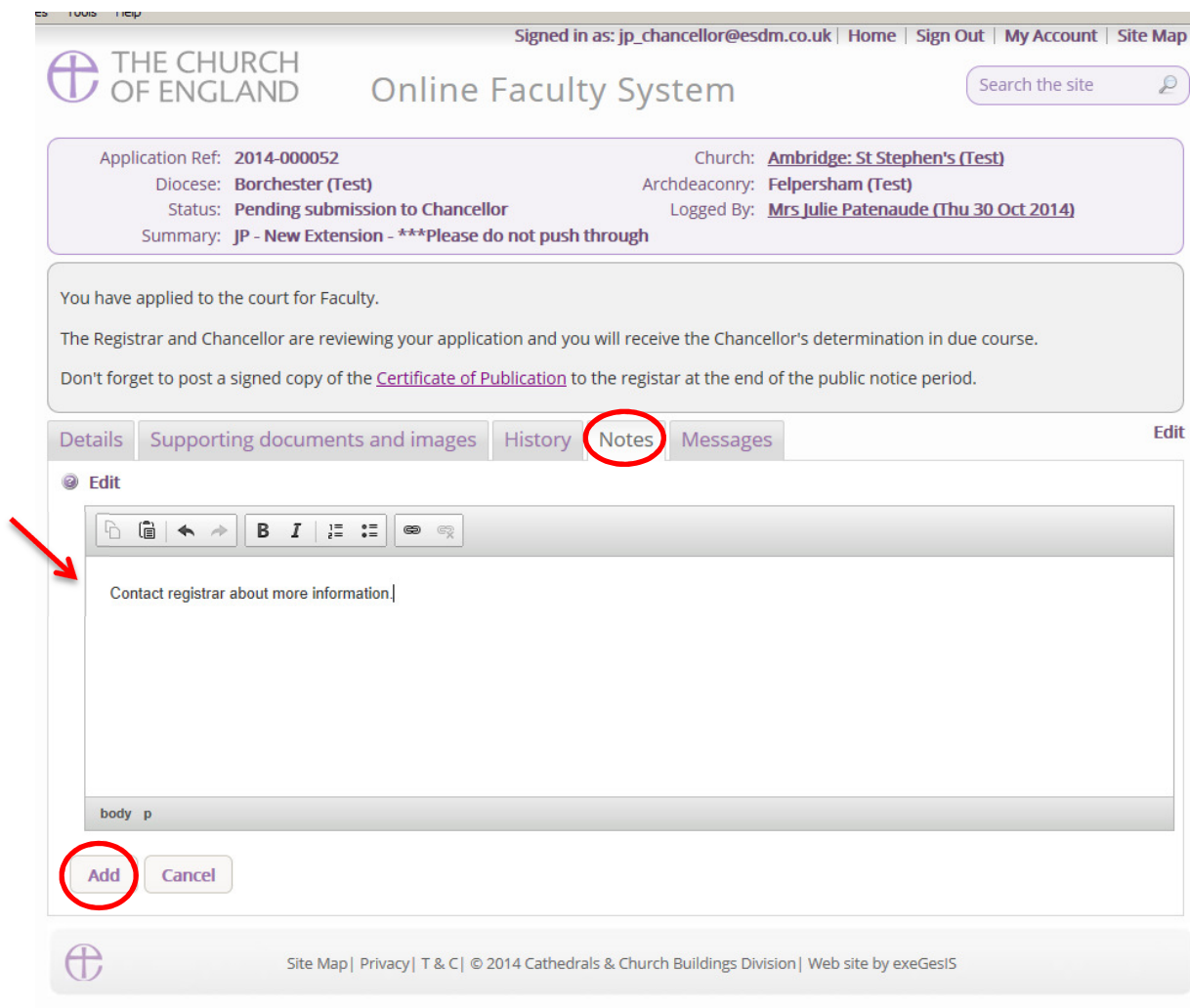
See who worked on this application.

What they did.

And when.

5. The **Notes** tab lets you keep track of your thoughts on a specific application.

Type in the information and click **Add** to save your comments.



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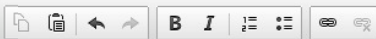
THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**
Summary: **JP - New Extension - ***Please do not push through**

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) | [Supporting documents and images](#) | [History](#) | **[Notes](#)** | [Messages](#) [Edit](#)


Edit



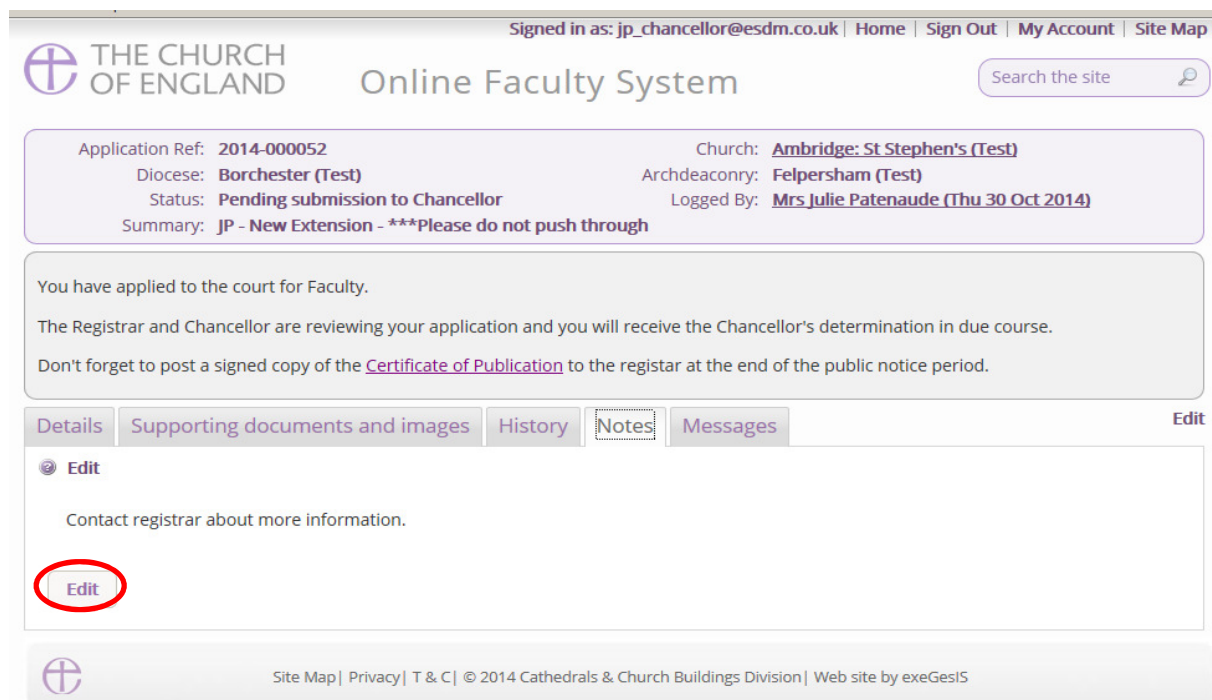
Contact registrar about more information.

body p

Add [Cancel](#)

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Click **Edit** to make changes or add new information.



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THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000052** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Pending submission to Chancellor** Logged By: **Mrs Julie Patenaude (Thu 30 Oct 2014)**
Summary: **JP - New Extension - ***Please do not push through**


You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) | [Supporting documents and images](#) | [History](#) | **[Notes](#)** | [Messages](#) [Edit](#)

Edit


Contact registrar about more information.

Edit


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6. Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to everyone regarding this particular application.

See who received the email, what the subject was, and when it was sent.

 THE CHURCH OF ENGLAND

Online Faculty System

Search the site 

Application Ref: 2014-000052

Church: [Ambridge: St Stephen's \(Test\)](#)

Diocese: [Borchester \(Test\)](#)

Archdeaconry: [Felpersham \(Test\)](#)

Status: [Pending submission to Chancellor](#)

Logged By: [Mrs Julie Patenaude \(Thu 30 Oct 2014\)](#)

Summary: [JP - New Extension - ***Please do not push through](#)

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

Details











Supporting documents and images

History

Notes

Messages

Edit

Recipient	Subject	Date sent	
Julie Patenaude	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Fiona Petty	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Rupert Allen	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Sue Thorold	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	

First

Previous


Next

Last

Page size:

10

 Page 1 of 2 (13 items)



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Click on the **View** icon to read an email

Navigate through the pages.

Change how many emails you see at any one time

Receiving Emails from the Online Faculty System

The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

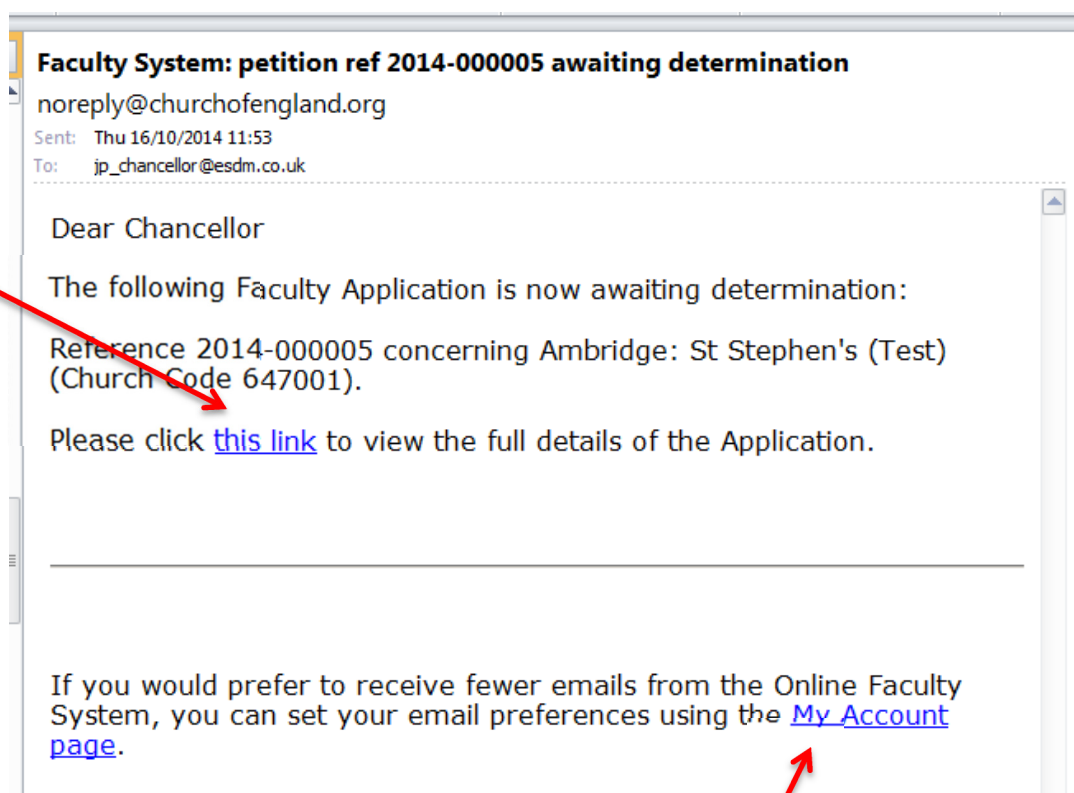
1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard under the Messages tab (see page 13)
3. In each individual case file under the Messages tab (see page 18).

As Chancellor, you will receive an email from the Online Faculty System every time:

1. A parish submits a petition for your determination
2. The Registrar re-submits an application after obtaining further information

Click on the link to open the application's case file.

You will be asked to Sign In before you are given access to the documents.




Click here to change the way you receive emails and manage your account.

Inviting External Consultees to View an Application

In circumstances where you need to send the application to external members for consultation,

1. Go to an application's case file (see page 18)
2. Click **Invite Consultee**

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018**
Diocese: **Borchester (Test)**
Status: **Awaiting Chancellor's determination**
Summary: **A new test (SE)**

Church: **Ambridge: St Stephen's (Test)**
Archdeaconry: **Felpersham (Test)**
Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details




















Supporting documents and images

History

Notes

Messages


Edit

Summary description of proposed works	 
Church information (Form 1)	 
Petition (Form 3)	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice (Form 2)	 
Public Notice (Form 4)	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	  

Submit

[Return to Applications dashboard](#)

[Invite Consultees](#)

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3. See if the individual(s) to whom you are sending the application is already registered

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

comma separated email addresses ?

OK

Cancel

4. If yes, **select them** from the list and click **Ok** to invite that consultee

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

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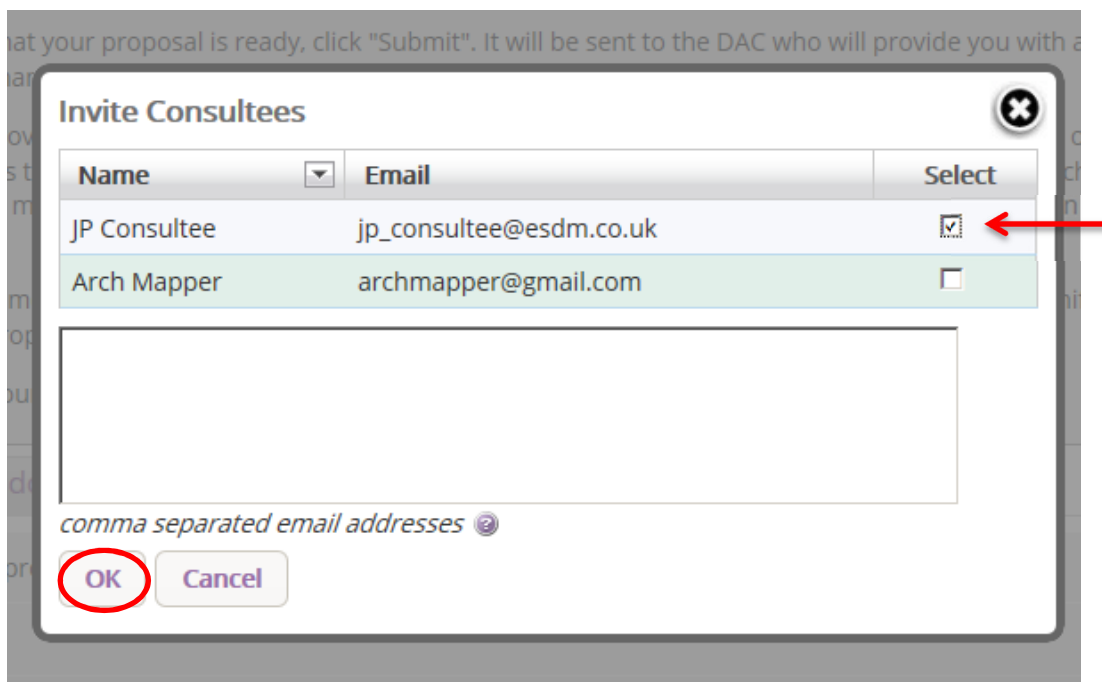
pr

Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input checked="" type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

comma separated email addresses ?

OK Cancel



5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

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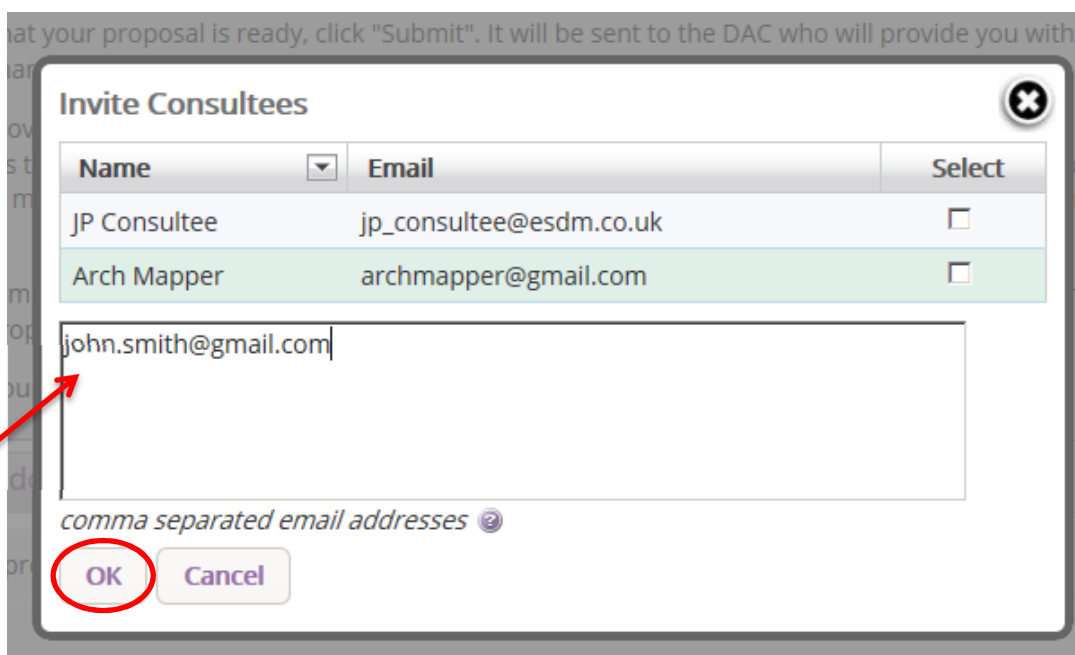
Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

john.smith@gmail.com

comma separated email addresses ?

OK Cancel



6. You can invite more than one person at a time to view your application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

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Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input checked="" type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input checked="" type="checkbox"/>

john.smith@gmail.com,rogerbeard@btinternet.co.uk

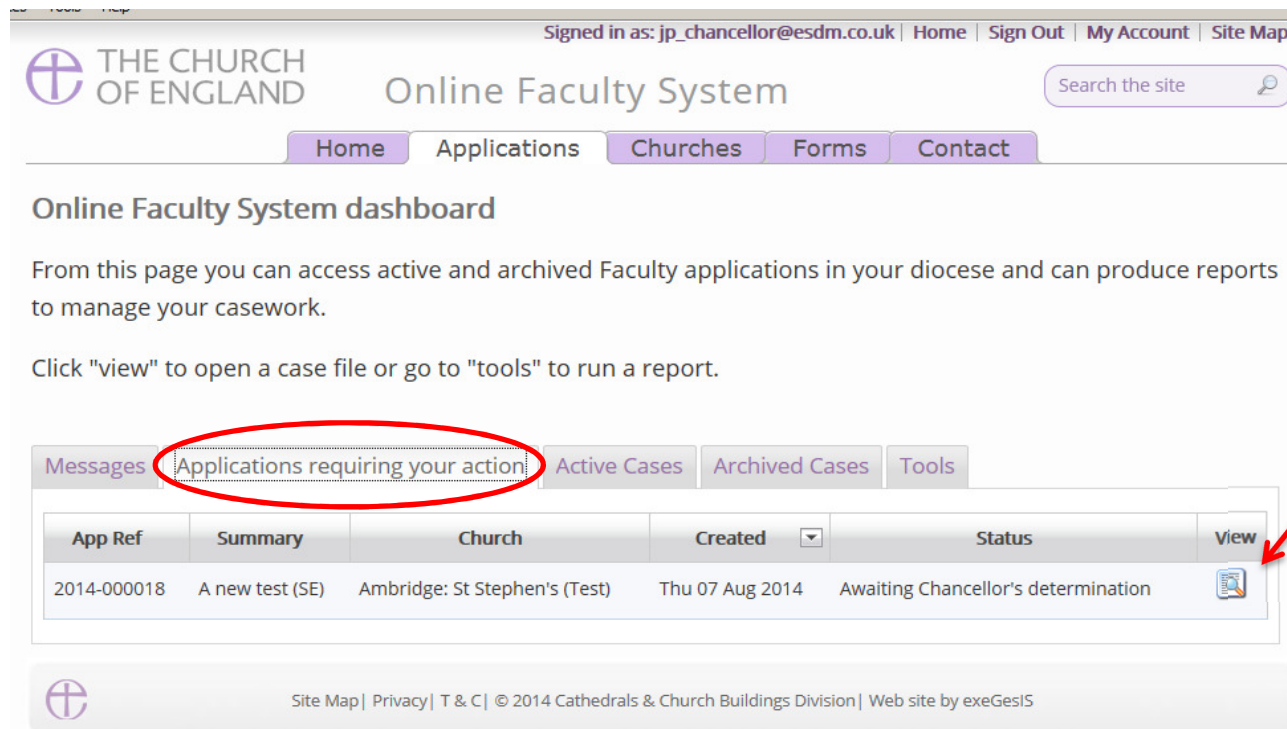
comma separated email addresses

OK Cancel

Working on an Application

When you are ready to begin working on a Faculty application

1. Click the link provided in the email sent out by the Online Faculty System or go to the main page <https://facultyonline.churchofengland.org>
2. Sign In
3. Click on the **Applications** tab and go to the **Applications Requiring Your Action** tab where you will find the specific case file you require. If you cannot find the application you are looking for, search under **Active Cases**.
4. Click on the **View** icon to open the case file



Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site


Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

App Ref	Summary	Church	Created	Status	View
2014-000018	A new test (SE)	Ambridge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

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Once you have opened an application's case file, you will be able to access all the legal forms required including the standard information (Form 1) and petition (Form 3) under the **Details** tab. You will also be able to open all the additional supporting documents necessary to make your determination under the **Supporting Documents and Images** tab.

5. Click on **View** icon to open a specific form

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THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: 2014-000018 Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Summary description of proposed works	✓	🔍
Church information (Form 1)	✓	🔍
Petition (Form 3)	✓	🔍
Statement of Significance	✓	🔍
Statement of Needs	✓	🔍
Notification of Advice (Form 2)	✓	🔍
Public Notice (Form 4)	✓	🔍
Registrar's remarks to Chancellor	✓	🔍
Chancellor's determination and judgement	🔍	🔍

Submit Return to Applications dashboard Invite Consultees

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6. Click **Open as PDF for Printing**

*Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by clicking this link <http://get.adobe.com/uk/reader/>

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System Search the site

The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.

Open as PDF for printing Return to application details

1 of 1 Find Next

Ref: 2014-000076 Church: Penny Hassett, St David (Test)
Diocese: Borchester (Test) Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014) Contact Tel.: 4654655444
Status: Faculty Post-Determination

Form 1B
(Rules 3.2 and 4.6)
Standard Information
(buildings included in list under Care of Places of Worship Measure 1999)
Diocese of Borchester (Test)
Building: Penny Hassett: St David (Test)
Relevant person or body: vicar

Approximate date of building: Modern

Is the building listed? Yes ☒ No

If so, please state whether it is grade I, II* or II 1

Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes ☒ No

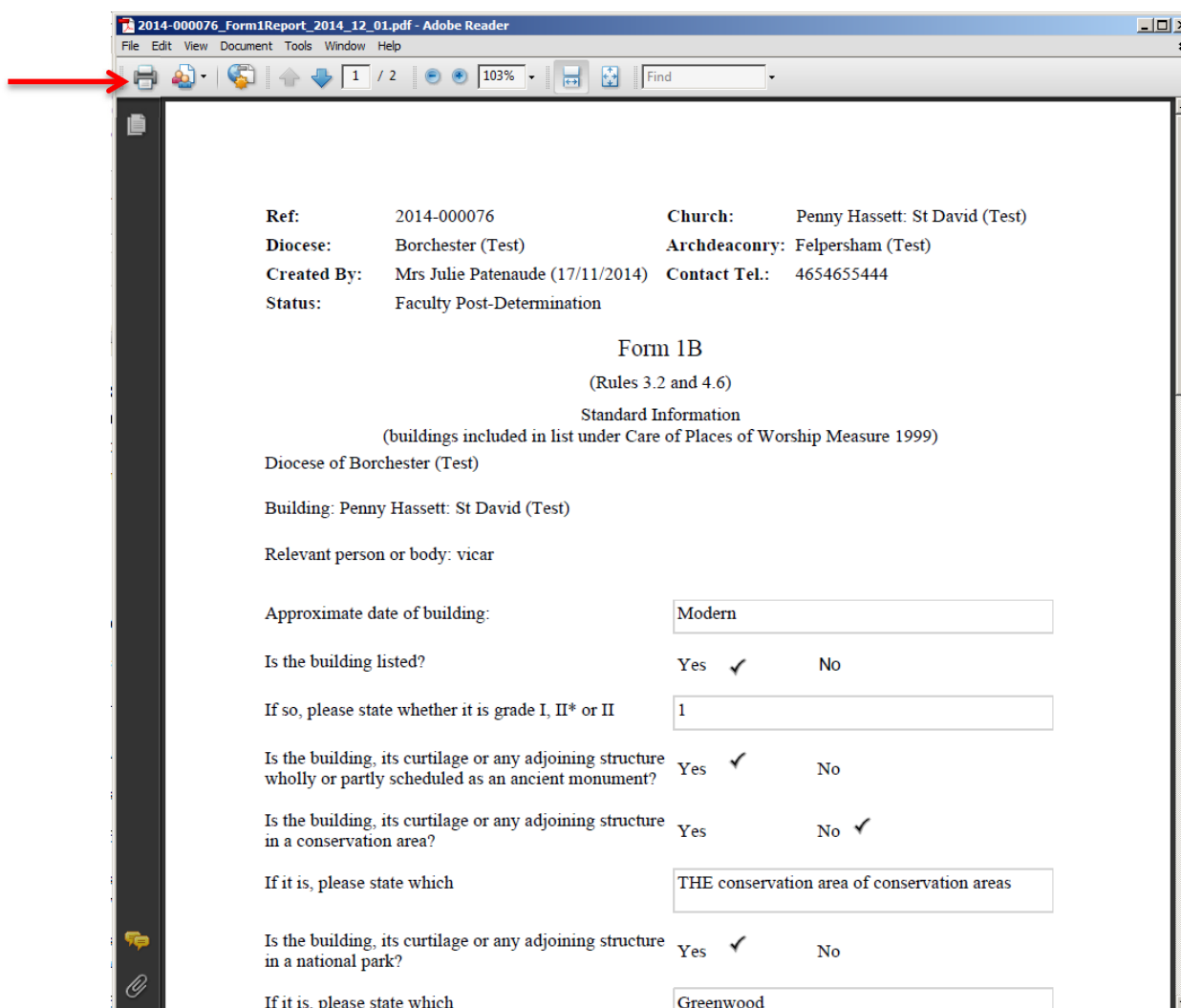
Is the building, its curtilage or any adjoining structure in a conservation area? Yes No ☒

If it is, please state which THE conservation area of conservation areas

You can also choose to open the form with Microsoft Word or other computer software.

Click here for your options.

7. The form is will open in an easy-to-read format. To print, click **Print**
*Please note this process might be slightly different according to individual computers and operating systems.



2014-000076_Form1Report_2014_12_01.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 103% Find

Ref: 2014-000076 **Church:** Penny Hassett: St David (Test)

Diocese: Borchester (Test) **Archdeaconry:** Felpersham (Test)

Created By: Mrs Julie Patenaude (17/11/2014) **Contact Tel.:** 4654655444

Status: Faculty Post-Determination

Form 1B
(Rules 3.2 and 4.6)
Standard Information
(buildings included in list under Care of Places of Worship Measure 1999)

Diocese of Borchester (Test)

Building: Penny Hassett: St David (Test)

Relevant person or body: vicar

Approximate date of building: Modern

Is the building listed? Yes ☒ No

If so, please state whether it is grade I, II* or II 1

Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes ☒ No

Is the building, its curtilage or any adjoining structure in a conservation area? Yes No ☒

If it is, please state which THE conservation area of conservation areas

Is the building, its curtilage or any adjoining structure in a national park? Yes ☒ No

If it is, please state which Greenwood

8. Repeat this process as needed for all other forms

9. Go to the **Supporting Documents and Images** tab to find all the attached files.

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THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details **Supporting documents and images** History Notes Messages Edit

Summary description of proposed works		
Church information (Form 1)		
Petition (Form 3)		
Statement of Significance		
Statement of Needs		
Notification of Advice (Form 2)		
Public Notice (Form 4)		
Registrar's remarks to Chancellor		
Chancellor's determination and judgement		

[Submit](#) [Return to Applications dashboard](#) [Invite Consultees](#)

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10. Click the **document's name** to open it

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THE CHURCH OF ENGLAND Online Faculty System Search the site

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details **Supporting documents and images** History Notes Messages Edit

File Name	Description	Size	Modified	Uploaded By
Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file [Add](#)

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11. Once you are ready to send a response, click the **Edit** icon on the Chancellor's determination and judgement form

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000018 Church: Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) Archdeaconry: Felpersham (Test)
Status: Awaiting Chancellor's determination Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
Summary: A new test (SE)

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Summary description of proposed works	✓	
Church information (Form 1)	✓	
Petition (Form 3)	✓	
Statement of Significance	✓	
Statement of Needs	✓	
Notification of Advice (Form 2)	✓	
Public Notice (Form 4)	✓	
Registrar's remarks to Chancellor	✓	
Chancellor's determination and judgement		

Submit Return to Applications dashboard Invite Consultees

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For more information on navigating a case file, see page 18.

Returning an Application to the Registrar

In circumstances when a determination cannot be made right away (e.g. when more information is needed), you can return an application to the Registrar with directions and/or observations.

1. Click the **Edit** icon on the Chancellor's determination and judgement form

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000018 Church: Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) Archdeaconry: Felpersham (Test)
Status: Awaiting Chancellor's determination Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
Summary: A new test (SE)

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Summary description of proposed works	✓	
Church information (Form 1)	✓	
Petition (Form 3)	✓	
Statement of Significance	✓	
Statement of Needs	✓	
Notification of Advice (Form 2)	✓	
Public Notice (Form 4)	✓	
Registrar's remarks to Chancellor	✓	
Chancellor's determination and judgement		

Submit Return to Applications dashboard Invite Consultees

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2. Select the **Return Application to Registrar** option
3. Insert your comments into the **Directions or other Observations** box
4. Click **Finish**

Chancellor's Response Form

Tick "Issue Faculty" or "Faculty Refused" to make your final determination or select "Return application to Registrar" if you require further information about this petition or further action needs to be taken by the Registrar.

Insert your comments in the appropriate box below.

You can upload your judgment as a separate document on the previous page under "Supporting documents and images".

Action ⓘ

☐ Issue Faculty (subject to public notice) ☐ Faculty Refused ☒ Return Application to Registrar

Your Directions or other observations ⓘ

Summary reasons for granting the faculty (if applicable) ⓘ


Conditions of Faculty (if any) ⓘ

[Save & come back later](#) [Cancel](#) [Finish](#)

*If you wish to continue working on your response before sending it to the Registrar, click **Save & Come Back Later**. Your work will be saved for the next time you sign into the Online Faculty System and access the case file.


5. You will automatically return to the application's case file.
6. Click **Submit**

Signed in as: [jp_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)



THE CHURCH OF ENGLAND

Online Faculty System

Search the site 

Application Ref: **2014-000073**

Diocese: **Borchester (Test)**

Status: **Awaiting Chancellor's determination**

Summary: **Conservation of wall paintings UAT TEST**




















Church: **Penny Hassett: St David (Test)**

Archdeaconry: **Felpersham (Test)**


Logged By: **Mrs Julie Patenaude (Fri 14 Nov 2014)**

Once you have completed your determination, please click "submit" to send the application to the Registrar.

Details
Supporting documents and images
History
My Notes
Messages

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	  

Submit
Return to Applications dashboard
Invite Consultees



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7. A warning message will ask you to confirm that you are ready to return the application to the Registrar.
8. Click **OK** to proceed
- OR
9. **Cancel** to abort

Submit Proposal

The petition is ready for submission to the next stage of:
Application with Registrar. Click 'OK' to proceed

Ok

Cancel

Approving a Faculty

If you decide to approve the Faculty application

10. Click on the Chancellor's determination and judgement form (see page 18)
11. Select the **Issue Faculty** option
12. Enter any Directions or other observations if necessary
13. Insert your **summary reasons** for granting the faculty (if applicable) into the correct box
AND/OR
14. Enter your **conditions** in the correct box
15. Click **Finish**

Application Ref: **2014-000073**

Diocese: **Borchester (Test)**

Status: **Awaiting Chancellor's determination**

Summary: **Conservation of wall paintings UAT TEST**

Church: **Penny Hassett: St David (Test)**

Archdeaconry: **Felpersham (Test)**


Logged By: **Mrs Julie Patenaude (Fri 14 Nov 2014)**

Chancellor's Response Form

Tick "Issue Faculty" or "Faculty Refused" to make your final determination or select "Return application to Registrar" if you require further information about this petition or further action needs to be taken by the Registrar.

Insert your comments in the appropriate box below.

You can upload your judgment as a separate document on the previous page under "Supporting documents and images".

Action 


☒ Issue Faculty (subject to public notice) ☐ Faculty Refused ☐ Return Application to Registrar

Your Directions or other observations

Summary reasons for granting the faculty (if applicable)

Conditions of Faculty (if any)

[Save & come back later](#) [Cancel](#) [Finish](#)

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*If you wish to continue working on your conditions before sending it to the Registrar, click **Save & Come Back Later**. Your work will be saved for the next time you sign into the Online Faculty System and access the case file.

16. You will automatically return to the application's case file. Notice that the status of the Chancellor's determination and judgement form has changed and is now marked as complete.
17. Click **Submit**

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: 2014-000018 Church: Ambridge: St Stephen's (Test)
Diocese: Barchester (Test) Archdeaconry: Felpersham (Test)
Status: Awaiting Chancellor's determination Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
Summary: A new test (SE)

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Summary description of proposed works ✓

Church information (Form 1) ✓

Petition (Form 3) ✓

Statement of Significance ✓

Statement of Needs ✓

Notification of Advice (Form 2) ✓

Public Notice (Form 4) ✓

Registrar's remarks to Chancellor ✓

Chancellor's determination and judgement ✓

Submit Return to Applications dashboard Invite Consultees

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18. A warning message will ask you to confirm that you are ready to send the application to the Registrar for final processing.
19. Click **OK** to proceed
- OR
20. **Cancel** to abort

Submit Proposal

The petition is ready for submission to the next stage of:
Awaiting Form 6. Click 'OK' to proceed

Ok Cancel

Refusing a Faculty

If you decide to refuse the Faculty application

1. Click on the Chancellor's determination and judgement form (see page 18)
2. Select the **Faculty Refused** option
3. Enter any Directions or Observations if necessary
4. Click **Finish**

Application Ref: 2014-000073

Church: [Penny Hasset: St David \(Test\)](#)

Diocese: [Borchester \(Test\)](#)

Archdeaconry: [Felpersham \(Test\)](#)

Status: [Awaiting Chancellor's determination](#)

Logged By: [Mrs Julie Patenaude \(Fri 14 Nov 2014\)](#)

Summary: [Conservation of wall paintings UAT TEST](#)

Chancellor's Response Form

Tick "Issue Faculty" or "Faculty Refused" to make your final determination or select "Return application to Registrar" if you require further information about this petition or further action needs to be taken by the Registrar.

Insert your comments in the appropriate box below.

You can upload your judgment as a separate document on the previous page under "Supporting documents and images".

Action ⓘ

☐ Issue Faculty (subject to public notice)

☒ Faculty Refused

☐ Return Application to Registrar

Your Directions or other observations


Summary reasons for granting the faculty (if applicable)

Conditions of Faculty (if any)

Save & come back later

Cancel


Finish

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*If you wish to continue working on your determination before sending it to the Registrar, click **Save & Come Back Later**. Your work will be saved for the next time you sign into the Online Faculty System and access the individual case file.

5. You will automatically return to the application's case file. Notice that the status of the Chancellor's determination and judgement form has changed and is now marked as complete.
6. Go to the **Supporting Documents and Images** to attach your judgment (if applicable) or email it to the Registrar who can attach it for you. (For more on how to upload documents see page 41)




















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 **THE CHURCH OF ENGLAND** Online Faculty System

Application Ref: **2014-000018** Church: **Ambridge: St Stephen's (Test)**
 Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
 Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
 Summary: **A new test (SE)**


The Registrar has submitted the faculty application to the Chancellor for review.

Details | **Supporting documents and images** | History | Notes | Messages Edit

Summary description of proposed works	 
Church information (Form 1)	 
Petition (Form 3)	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice (Form 2)	 
Public Notice (Form 4)	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	  




Submit | [Return to Applications dashboard](#) | [Invite Consultees](#)

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1. Click **Submit**
2. A warning message will ask you to confirm that you are ready to send the application to the Registrar for final processing.
3. Click **OK** to proceed
OR
4. **Cancel** to abort

Submit Proposal

The petition is ready for submission to the next stage of:
Awaiting Faculty Rejection Form. Click 'OK' to proceed


 **Ok** **Cancel**

Attaching Documents

If you need to attach your judgement (or any other type of document) to the application:

1. Go to the application's case file (see page 18)
2. Click on **Supporting Documents and Images**




















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 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000018** Church: **[Ambridge: St Stephen's \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **[Felpersham \(Test\)](#)**
Status: **Awaiting Chancellor's determination** Logged By: **[Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

[Details](#) | **[Supporting documents and images](#)** | [History](#) | [Notes](#) | [Messages](#) Edit


Summary description of proposed works	 
Church information (Form 1)	 
Petition (Form 3)	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice (Form 2)	 
Public Notice (Form 4)	 
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3. Click **Add**

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 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018** Church: **[Ambridge: St Stephen's \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **[Felpersham \(Test\)](#)**
Status: **Awaiting Chancellor's determination** Logged By: **[Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) Edit

Add a file **[Add](#)**

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Option 1

4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Chancellor's Judgement)


The screenshot shows the 'Online Faculty System' interface. At the top, it says 'Signed in as: jp_chancellor@esdm.co.uk' with links for 'Home', 'Sign Out', 'My Account', and 'Site Map'. Below this is the 'THE CHURCH OF ENGLAND' logo and a search bar. The main content area displays application details: Application Ref: 2014-000018, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeacons: Felpersham (Test), Status: Awaiting Chancellor's determination, Logged By: Mrs Fiona Petty (Thu 07 Aug 2014), and Summary: A new test (SE). A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.' Below this are tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. The 'Supporting documents and images' tab is active. It shows a 'Drag and drop a file here' area with a red arrow pointing to it. Below this is a 'Select file...' button. A red arrow points to the 'Description' field, which contains the text 'Plan Drawing'.

6. Notice that the file has uploaded (you can delete it by click on the trash can next to it)
7. Click **Upload**

The screenshot shows the 'Online Faculty System' interface after the file has been uploaded. The application details are the same. The 'Supporting documents and images' tab is active. The 'Drag and drop a file here' area now shows a file named 'Church Plan.bmp' with a trash can icon next to it. A red arrow points to the trash can icon. Below the file name is an 'Upload' button, which is circled in red. The 'Description' field still contains the text 'Plan Drawing'.

8. The file has successfully attached.

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 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018**
Diocese: **Borchester (Test)**
Status: **Awaiting Chancellor's determination**
Summary: **A new test (SE)**


Church: **Ambridge: St Stephen's (Test)**
Archdeaconry: **Felpersham (Test)**
Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**

The Registrar has submitted the faculty application to the Chancellor for review.

[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

File Name	Description	Size	Modified	Uploaded By
 Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude


Add a file [Add](#)

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Option 2

9. You can also choose to upload a file by **locating** it on your computer. Click **Select file...**

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 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-000018**
Diocese: **Borchester (Test)**
Status: **Awaiting Chancellor's determination**
Summary: **A new test (SE)**

Church: **Ambridge: St Stephen's (Test)**
Archdeaconry: **Felpersham (Test)**
Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**

The Registrar has submitted the faculty application to the Chancellor for review.


[Details](#) | [Supporting documents and images](#) | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

Add a file [Add](#)

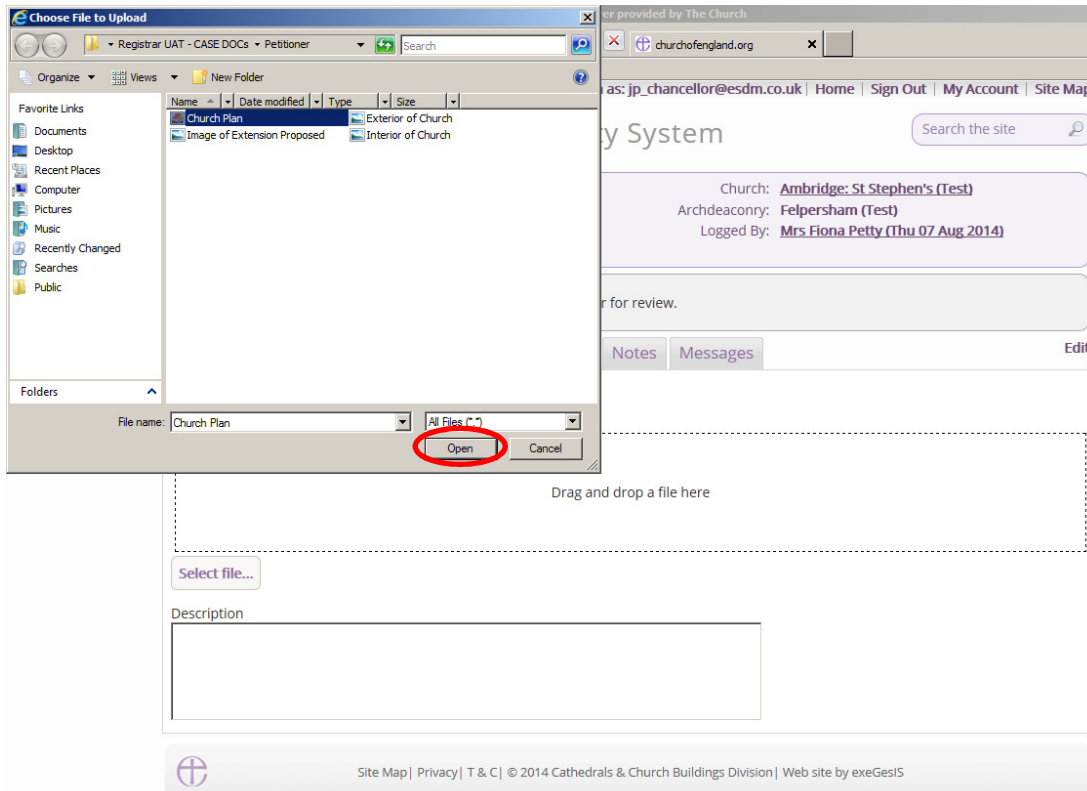
Drag and drop a file here

[Select file...](#)

Description

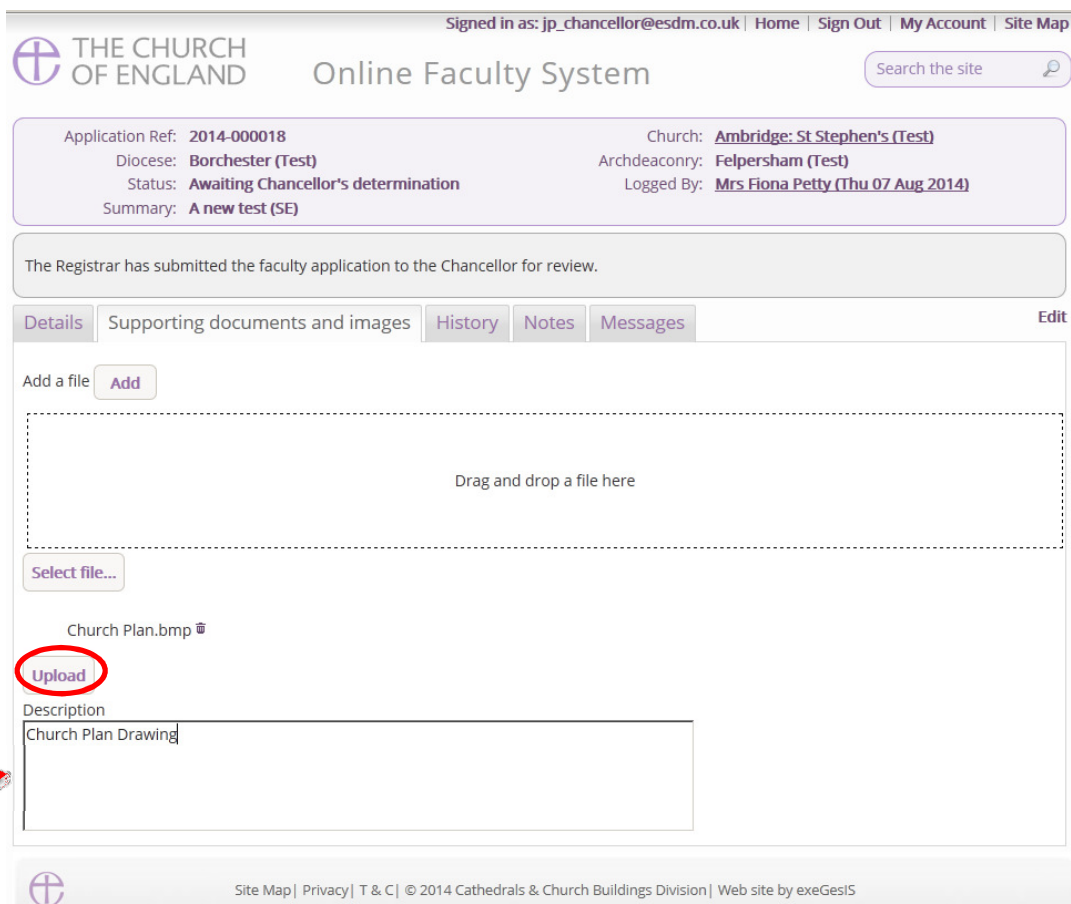
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10. **Locate** the file on your computer. **Select** it. Click **Open**.




11. Insert a summary **description** of the file you have attached (e.g. Chancellor's Judgement)

12. Click **Upload**




13. The file has successfully attached



THE CHURCH
OF ENGLAND

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Online Faculty System

Search the site 

Application Ref: **2014-000018**

Church: **Ambridge: St Stephen's (Test)**

Diocese: **Borchester (Test)**

Archdeaconry: **Felpersham (Test)**

Status: **Awaiting Chancellor's determination**

Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**

Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details


Supporting documents and images


History

Notes

Messages

Edit

File Name	Description	Size	Modified	Uploaded By
 Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file 



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Getting Help

If you have any problems navigating the Online Faculty System, please read the Frequently Asked Questions section on the website.

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Project Officer at the CCB:

julie.patenaude@churchofengland.org

020 7898 1860

or click on <https://facultyonline.churchofengland.org/contact>